

COMMONWEALTH OF VIRGINIA

2011 Virginia Biomass Energy Group (VBEG) Program

Solicitation for Program Management

Specific Authority: The 2010 U. S. Department of Energy Grant, Funding Opportunity Number: DE-0000246, CFDA Number: 81.041, State Energy Program (SEP).

Request Issued By: VA Department of Mines, Minerals and Energy (DMME)

Request Issued On: December 27, 2010

Proposal Due Date: January 28, 2011

Proposal Process: The Offeror must submit **1 original paper copy** of the proposal document with original signatures, **1 additional copy** of the document for review purposes, **and** a complete **electronic copy** of the entire proposal and attachments, to be submitted via email.

Proposals should be mailed or hand-delivered to:

**VA Department of Mines, Minerals and Energy
ATTN: Virginia Biomass Energy Group (VBEG) Program
Washington Building, Eighth Floor
1100 Bank Street
Richmond, VA 23219**

Electronic copies can be emailed to:
robin.jones@dmme.virginia.gov.

General Questions: Please direct inquiries to:

Robin Jones
VA Department of Mines, Minerals and Energy
Washington Building, Eighth Floor
1100 Bank Street
Richmond, VA 23219
804-692-3224
robin.jones@dmme.virginia.gov

PART I – FUNDING OPPORTUNITY DESCRIPTION.

A. SUMMARY.

The **Virginia Biomass Energy Group (VBEG) Program** is one of several programs supported through the State Energy Program of the Virginia Department of Mines, Minerals and Energy (DMME). DMME is now providing funds for the **2011 VBEG Program** for the management and support of the VBEG organization, during the calendar year 2011. This solicitation seeks services for the facilitation of four quarterly educational meetings, regular outreach, Web-site management, and ongoing administrative support to enable information sharing and to promote awareness of the biomass and bioenergy-related interests of participants.

Successful proposals will focus activities statewide, supporting outreach and education on various biomass and waste-to-energy resources and technologies for application in commercial, industrial, or institutional facilities; and creating opportunities for biomass interests to collaborate and network. The assistance provided for the VBEG Program can be leveraged with other public and private funds.

B. PURPOSE.

The Virginia Biomass Energy Group (VBEG) endeavors to encourage and foster growth of biomass utilization in the state, and functions primarily as a bioenergy industry network association. As such, it meets quarterly, for half- or full-day seminars at which members have an opportunity to report on recent research findings, activities, opportunities for coordination, and get important feedback on other developments. Meetings feature presentations from industry, policy, or research specialists, to keep members current with the state of biomass energy use and production around the Commonwealth, the nation, and the world. VBEG also shares information about incentives available to businesses and governments, encourages collaboration on research projects and grant initiatives, and explores items of policy interest, all, to create awareness of bioenergy as a positive force for Virginia's energy and economic future.

To read more about VBEG, please visit the following: <http://virginiabiomass.org/site/>.

C. DEFINITIONS.

For the purposes of this Program, “**Biomass or Bioenergy**” means a power source that is comprised of, but not limited to, combustible residues or gases from forest products, manufacturing, agricultural and orchard crops, waste products from livestock and poultry operations and food processing, urban wood wastes, municipal solid waste, municipal liquid waste treatment operations, and landfill gas.

PART II – AWARD INFORMATION.

A. TYPE OF AWARD INSTRUMENT.

The Virginia Department of Mines, Minerals and Energy will secure services under this Program Announcement and will award a contract for these services.

B. PERIOD OF PERFORMANCE.

The services agreement period will be limited to one year and all project activities must be completed by March 31, 2012.

C. BASIS FOR PAYMENT.

As consideration for the services rendered by the recipient under the terms of the agreement, DMME shall pay the recipient on a cost reimbursement basis an amount not to exceed the awarded amount. Funds may be requested, quarterly, upon submission of an invoice and appropriate documentation of expenditures.

No funds from this program may be used to purchase equipment or be used for a recipient's routine, non VBEG-related work or general operating/administrative expenses, including personnel costs; purchase of consumable or disposable items; rent, lease, or purchase of real property; or lease payment for equipment or machinery.

D. OFFEROR INFORMATION.

In compliance with this Request for Proposal, please furnish the following information:

Name and Address of Offeror:

_____ **Date:** _____

_____ **By:** _____

_____ **Zip Code** _____ **Title:** _____

Prime Contact: _____

EMAIL ADDRESS: _____

FEI/FIN NO. _____ **Telephone No.** _____

DUNS NO. _____ **Fax No.** _____

PART III – ELIGIBILITY INFORMATION.

A. ELIGIBLE APPLICANTS.

To be eligible for selection to provide support services to the **Virginia Biomass Energy Group Program**, an Offeror must be licensed to provide services in the Commonwealth of Virginia. Participation in the program is open to non-profit, commercial, industrial, institutional, and agricultural property owners. The proposed project must occur in Virginia and be completed by March 31, 2012.

B. REQUESTED PROJECT TASKS.

A description of the tasks typically performed to support the Virginia Biomass Energy Group includes:

1. Website & Google Group

- a. Getting users registered for forums, Wiki and Google
- b. Blogging
- c. Updating events, news, and announcements
- d. Adding functional group calendar
- e. Uploading resources and hyperlinking/cross-linking to pages & posts
- f. Removing false registration & spam
- g. Swapping out Tiki-wiki for wiki program that's more user-friendly
- h. Creating new pages/sections as needed

2. Quarterly Half- or Full-Day Group Meetings

- a. Spring – Full Day Annual Biomass Conference
- b. Summer – Half-day Event, such as Facility or Feedstock Tour, Workshop on Biomass Research or Technology Education, or Meeting in collaboration with related groups
- c. Fall – Workshop or Seminar held at instate conference/other event, such as participation in State Energy Conference, WHEN (Waste Handling and Equipment News) Expo
- d. Winter – Half-day Event (e.g., Networking Meeting, Policy Updates, or Meeting in collaboration with related groups)

3. Member Administration & Services

- a. Maintain VBEG member list
- b. Create a member directory--booklet form for annual publication, can sell ad space to raise money

- c. Collect studies, reports, articles, etc. on bioenergy development and make them available to membership
- d. VBEG event organization and registration
- e. Create and maintain a Virginia Biomass Projects database (actual projects on the ground, permitted, or projected)
- f. Create and maintain a Virginia Biomass Research database (university depts. working on particular aspects of biomass, or any significant publications)

4. Networking Activities

- a. Member recruitment
- b. Arranging introductions between members for collaborative purposes
- c. Create/maintain a traveling display and brochures and represent VBEG at other conferences (e.g., Southeast Biomass Conference, Virginia Farm Bureau Annual Meeting, Virginia Manufacturers' Association, D.C. Green Festival)
- d. Represent VBEG in other organizations (e.g., VA-AREA, 25 x 25)
- e. Establish VBEG presence with & through other entities (e.g., national forums, councils, magazines, etc.)

5. Education and Outreach

- a. Track annual legislative sessions to inform members of developments that effect bioenergy
- b. Follow regulatory changes at the federal and state level
- c. Prepare fact sheets which can educate local, state, and federal officials so that they can make better informed decisions on the effects and consequences pertinent policies and regulations have on the bioenergy industry
- d. Explore creation of a Biomass Scorecard that identifies key bills that impact the bioenergy industry and informs the community of how their representatives voted on those bills

6. Organizational Fundraising

- a. Dues
- b. Sponsorships
- c. Grant research, application & reporting
- d. Other fundraising events & techniques (e.g., ads, underwriters, capital campaigns, in-kind matches, etc.)

7. Internal Developments to Explore

- a. By-laws & policies

- b. Reporting/accountability procedures
- c. Mission statement & areas of operation that support it (e.g., lobbying, education, public relations, etc.)
- d. Defined programs/projects
- e. Develop short- and long-term goals, processes, and policies for VBEG

C. REQUIREMENTS FOR PARTICIPATION.

Participation in the program requires that:

- The Offeror must have a design for accomplishing the proposed program. This design should include a preliminary description of the year's worth of activities and a budget description for these.
- The Offeror will be required to submit monthly status reports, detailing key milestones accomplished during the month on the program; variances; or other remarks about the status of the program. Quarterly reports will also be required.
- The Offeror must be willing to allow the Commonwealth to use the program as a demonstration for other potential users. The Commonwealth must have the right to monitor the program materials and files.
- The Offeror must provide a final report, including tasks accomplished, final program costs, and other details.

D. MODIFICATIONS.

Notices of any modifications to this solicitation will be posted at the DMME website, at: <http://www.dmme.virginia.gov/>.

PART IV – PROPOSAL SUBMISSION INFORMATION.

The Proposal must be assembled in the following order and should include:

SECTION I – COVER LETTER

SECTION II – PROJECT NARRATIVE and BUDGET

- **Sub-Section I:** Project Summary / Abstract: (Limit 1-page)
- **Sub-Section II:** Project Objectives: (Limit 1-page)
- **Sub-Section III:** Project Description: (Limit 3-pages)

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- **Sub-Section IV:** Project Budget: (Limit 1 to 2 -pages)
- **Sub-Section V:** Biographical Sketches (Limit 1-page per person)

The proposal must not exceed the specified page limits, where applicable, when printed using standard 8.5" by 11" pages. For the purpose of complying with page limits, one page is equivalent to one side of paper. Additional pages received outside the specified page limits will not be reviewed or considered. Please do not use three-ring binders, folders, or other bindings. Stapled copies are adequate.

Offerors must submit **1 original paper copy** of the document with original signatures, **1 additional copy** for review purposes, **and** a complete **Word or PDF electronic copy** of the entire submission and attachments, which can be emailed.

Proposals should be mailed or hand-delivered to:

**VA Department of Mines, Minerals and Energy
ATTN: Virginia Biomass Energy Group Proposals
Washington Building, Eighth Floor
1100 Bank Street
Richmond, VA 23219**

Electronic copies can be emailed to robin.jones@dmme.virginia.gov.

Applications must be received by January 28, 2011, no later than 5pm. You are encouraged to submit your proposal before the deadline in order to verify its timely receipt. Proposals received after the deadline will not be reviewed or considered for award.

PART V – PROPOSAL REVIEW AND EVALUATION INFORMATION.

Every complete proposal that is received in a timely matter will be evaluated to assure that program objectives are met and that the most noteworthy proposal is selected, based on the criteria noted below.

A. CRITERIA.

Proposals will be evaluated on the basis of the following criteria:

- **Proposal Quality:** Overall quality of the document with regard to the written program description, including organizational profile, measurable goals and

objectives, clearly identified tasks and activities in a well developed work plan, budget, timelines, and easily identifiable deliverables.

- **Offeror Capacity:** Capability of the Offeror organization, including previous organizational experience and the credentials of the program management team that are relevant to the project goals, and the availability of additional professional resources.
- **Feasibility of Program Plan:** Likelihood of program completion, potential to accomplish defined goals and objectives, technical feasibility, and potential replicability within the Commonwealth of Virginia.

B. REVIEW AND SELECTION PROCESS.

The VA Department of Mines, Minerals and Energy (DMME) will review proposals for completeness and adherence to program guidelines. Those found to be incomplete may be deemed to be ineligible. DMME reserves the right to contact Offerors for further information.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.

The VA Department of Mines, Minerals and Energy anticipates notifying the Offeror selected for award by February 1, 2011, with the contract agreement executed shortly, thereafter.